

HOSA APPENDIX E

COMPETITIVE EVENT CATEGORIES and the DEMONSTRATION AND PILOT PROCESS

HOSA competitive events are separated into categories and classified as regular, recognition, pilot and demonstration events. By following a carefully planned process of evaluation and revision, HOSA members are assured that the HOSA Competitive Events program offers quality and varied events that support the health and biomedical science curriculum and reflect the needs of the healthcare community.

Regular Events

A regular competitive event has completed certain steps to ensure that most of the "bugs" have been worked out, that it is curricular in nature, and that it meets the needs of HOSA members. With few exceptions, these events are offered for middle school, secondary and postsecondary/collegiate competitors. Each HOSA Chartered Association can send three (3) representatives (individuals or teams) to ILC who competed in the same event at the state level. HOSA recognizes the top 10 finalists and awards medallions to first, second and third place winners at the International Leadership Conference during the final night's Award Session.

Recognition Events

The recognition category is designed to provide events that will honor HOSA members, chapters, and chartered associations for outstanding achievement. This category is not a competition against other competitors but against a published standard. Awards in this category are given during the Recognition Session at the HOSA International Leadership Conference. The number of participants per chartered association varies by event, and is outlined in [the GRRs](#) and event guidelines.

Pilot Events

Demonstration events that are found by the competitors, the Competitive Events Committee and the HOSA Inc. Board of Directors to be a needed part of HOSA's program of work are "promoted" to pilot event status. A pilot event becomes the responsibility of HOSA and the Competitive Events Committee. It is reviewed, revised, and offered to all chartered associations for their participation. While competition rules are the same as regular events, pilot events are still in a developmental stage and subject to careful evaluation and revision.

Participants in Pilot events do NOT receive medallions. First, second and third place competitors are given a plaque, and each top 10 finalist is given a certificate and pin. These awards are distributed during the Recognition Session to honor achievement in the pilot event.

If the pilot event is determined by the Competitive Events Committee and the HOSA Inc. Board of Directors to be of high quality, it will be approved to become a regular event. If more work is needed to improve the event, the committee may recommend keeping the event as a pilot for another year. HOSA Headquarters can take an event to the pilot or regular level without going through the demonstration event process if the Board of Directors deems a need for such an event.

Demonstration Events

What: Chartered Associations may propose a new event for the members of HOSA through the demonstration process. By following proper steps, a demonstration event can be conducted at the International Leadership Conference for the purpose of "showcasing" the event and giving an opportunity for participants, observers and members of the Board of Directors to provide feedback. The "demonstration" is done more in the atmosphere of a workshop-style setting for learning purposes and questions may be asked by observers as well.

Purpose: The purpose of the demonstration event is to obtain feedback and to encourage as much discussion from participants, judges, and observers at the completion of the demonstration. Therefore, the atmosphere of a demonstration event is generally less formal than a pilot or regular event. A special evaluation is done by all participants as part of the event.

Method of Recognition: Participants in Demonstration events do NOT receive medallions. First, second and third place competitors are given a plaque, and each top 10 finalist is given a certificate and pin. These awards are distributed during the Recognition Session to honor achievement in the demonstration event.

HOW TO DEMONSTRATE AN EVENT

Step 1: Write Guidelines

The Chartered Association will develop competitive event guidelines for their proposed event using a format similar to the existing guidelines used in the HOSA CE Program.

Step 2: Run the event at the state chartered association level for two (2) years

The Chartered Association will conduct the proposed event at their state leadership conference for a minimum of two (2) years.

Step 3: Find five (5) other Chartered Associations to support the event

The Chartered Association will share guidelines and communicate the need for this event with other Chartered Associations. Once the sponsoring Chartered Association has five (5) additional states who have agreed to implement the event at their state leadership conference, the Demo Proposal Form can be completed.

Step 4: Submit the Demo Proposal Form by January 1 or June 1 deadline

The form can be found on pages 4-5 of this appendix. Forms, and all supportive documentation, are submitted via email to Bergen Morehouse at Bergen.morehouse@hosa.org. This form must be submitted by January 1 or June 1 for implementation at the following year's June International Leadership Conference. The Competitive Events Committee and HOSA Inc. Board of Directors meet bi-annually in February and June, so these deadlines are set to receive the Demo Proposal Forms prior to finalizing the meeting agendas. If approved (at either meeting), the demonstration event will take place at the following ILC. For example, an event is approved February 2024 for implementation at ILC 2025 OR an event is approved June 2024 for implementation at ILC 2025. This gives chartered associations two (2) opportunities per year to prepare their materials.

Step 5: Event Demonstration Approval

The Competitive Events Committee will review the proposal. If approved, it will be forwarded to the HOSA Inc. Board of Directors for approval. If the Board also approves it, the event then has been approved for demonstration. Notice will be sent to the sponsoring state after the applicable meetings have taken place.

Step 6: Share Guidelines and Confirm Sponsors by November 30 Deadline

Share: If the event is approved for demonstration, the sponsoring state is responsible for disseminating guidelines to the five (5) states listed in item #14 of the demo form. These states must run the event with the same materials and use the same guidelines as written by the sponsoring state.

Confirm: Now that the event is approved for demonstration and guidelines have been shared, the sponsoring state must confirm these five (5) states will in fact implement the event at their SLC. If the five (5) states listed in the Demo Proposal Form withdraw support, replacement states must be found by the sponsoring state so that a total of six (6) states run the event at their State Leadership Conference.

November 30 deadline – The sponsoring state must notify HOSA by November 30th that they have the state confirmations needed and plan to demonstrate the event at the upcoming ILC. This deadline is set to ensure the supportive states listed in the Demo Proposal Form have followed-through and also so that National HOSA can plan space and agenda time accordingly for the conference. *For example, if an event was approved for demonstration at the February or June 2024 HOSA Inc. Board of Directors meeting, November 30, 2024 would be the deadline for this notification to HOSA for the ILC 2025 demonstration.

Step 7: Successful State Conferences

At minimum, the five (5) supportive states PLUS the sponsoring state must run this event at their State Leadership Conference. States provide feedback on event implementation and make plans to send finalists to ILC to demonstrate the event.

Step 8: Demonstrate the event at ILC

Competitors from at least three (3) of the six (6) total states who supported / ran this event must attend ILC to help the sponsoring state showcase the demo event. The sponsoring state is responsible for all aspects of running the event at ILC including working with HOSA staff on scheduling, finding event personnel, judges, and coordinating evaluations. The event will be open to observers at ILC, which may include members of the Competitive Events Committee and the HOSA Inc. Board. A special discussion session may be held after the event with participants, judges, and observers to gain feedback.

Step 9: Decision & Next Steps

The Board of Directors and Competitive Events Committee will make a decision as to the status of the demonstration event with the support of all evaluations, and the next steps for the event will be announced for the following year: (1) to drop the demonstration totally; (2) run the demonstration again with recommended changes; or, (3) move the demonstration event to Pilot event status.

HOSA-Future Health Professionals

DEMONSTRATION EVENT PROPOSAL

This proposal and all supporting documentation should be submitted via email to Bergen Morehouse at Bergen.morehouse@hosa.org by June 1 for implementation at the following year's International Leadership Conference.

Sponsoring State:	Date:
State Advisor:	
Address:	
Telephone:	Email:
Title of Event:	

Supporting Documentation:

**Attach additional sheets of paper to thoroughly answer all questions*

1. How long has this event been run at the state level? _____ years
2. Attach list of Technical Advisory Committee members.
3. Attach event guidelines to include:
 - Complete Event Description
 - Purpose
 - Rules and Procedures
 - Dress Code
 - Required Personnel
 - Facilities, References, Equipment and Supplies required
 - Rating Sheet(s)

4. Rationale for this event:
5. Event cost/budget:
6. Professional Organization commitment (explain):
7. Benefits of this event to the HOSA members:
8. Benefits of this event to the HOSA organization:
9. How is this event different from other events HOSA currently offers?
10. Explain how this event is curricular:
11. Number of curricular programs in your state offering this program;_____ programs
12. Number of students competing in this event at the state conference in the past two(2) years:

Year _____
Year _____

Number of competitors _____
Number of competitors _____

Additional Information:

13. How many HOSA-affiliated states currently offer this program? _____
14. Before National HOSA will implement a demonstration event, a minimum of five(5) states must be interested in supporting the event with competitors. Please list these states (This means they will agree to implement at their SLC prior to the event demonstration at ILC):
 - (1) _____
 - (2) _____
 - (3) _____
 - (4) _____
 - (5) _____
15. Additional Information supporting why the event should be a part of HOSA's Program of Work:

Signed: _____
State Advisor

Date: _____